

**Jefferson County  
Position Description**

<b>Name:</b>	<b>Department:</b> Central Services	
<b>Position Title:</b> Building Maintenance Worker I	<b>Pay Grade:</b> 4	<b>FLSA:</b> Non-exempt
<b>Date:</b>	<b>Reports To:</b> Maintenance Director	

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**Purpose of Position**

The purpose of this position is to assist the Maintenance Staff in the performance of preventative and routine maintenance and repair tasks for buildings and grounds.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Installs, operates, and performs preventive maintenance and repair on electrical appliances, emergency electrical generating, pneumatics, heating, air conditioning and ventilation (HVAC) equipment and controls, electric motors, video equipment, and plumbing equipment.
- Performs or may assist in maintenance and repair tasks on a variety of items, such as hot water heaters, boilers, water softeners, water pumps, plumbing fixtures, kitchen equipment, laundry equipment, jail detention equipment, pods, electronic doors, and lighting equipment.
- Performs changing and repair of locks, doors, electronic sensors, motors, bearings, fuses, relays, devices and video equipment.
- Performs carpentry work in the alteration, repair, and maintenance of buildings and equipment.
- Performs some electrical work to include installing, repairing, or troubleshooting issues related to duress buttons, high and low voltage wiring, switches, outlets, phone and data lines, door alarms, light bulbs, and light fixtures.
- Conducts inspections of building and grounds to identify areas of repair or safety concerns.
- Prepares minor drywall, plaster, or ceramic tile wall repairs and various flooring and roofing repairs.
- Moves and relocates furniture, files, boxes, storage of equipment and records.
- Monitors building premises for safety, and to ensure occupant or visitor safety.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Operates snow removal equipment.

- Performs a variety of custodial tasks such as delivery of mail, operating postage meter, wet-mopping floors, etc.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with one year related experience and/or training; or an equivalent combination of education and experience. Experience in electrical, plumbing, building and grounds maintenance.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Two years related experience and/or training; or a vocational technology degree from a college or university; or an equivalent combination of education and experience. Experience in HVAC (heating, ventilation, airconditioning), mechanical systems. HVAC Technician certification.

### **Other Requirements – Certificates/Licensures**

Valid driver's license.

Electrical or electronic repair certification desired.

### **Knowledge, Skills, Abilities**

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to effectively present information to customers, or supervisor, and other employees of the organization.
- Ability to maintain confidential information.
- Ability to perform these operations using units of weight measurement, volume, and distance.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to reliably and predictably carry out one's duties.
- Ability to write simple correspondence.
- Knowledge of modern cleaning equipment such as buffers.
- Skill in prioritizing assignments and working independently.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is

occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually moderate to loud depending on activities. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays. Uses personal protective gear and equipment to perform duties.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date

